

# Holt Public Schools Child Care Parent Handbook (School Age)



Updated April 2023

# 2024/2025 School-Age Care pricing

AM CARE	9.00
PM CARE	12.00
EDW	10.00
FULL DAY	44.00
HALF DAY	29.00

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## SITE CONTACT INFORMATION

**Community Education Office**  
Midway Early Learning Center  
4552 Spahr Avenue  
Holt, MI 48842  
517-694-3411

**Dimondale**  
330 Walnut Street  
Dimondale, MI 48821  
517-694-6440  
**DOOR 10**

**Hope**  
2020 Park Lane  
Holt, MI 48842  
517-699-7071  
**DOOR 15**

**Sycamore**  
4429 Sycamore Street  
Holt, MI 48842  
517-699-7431  
**DOOR 2**

**Elliott**  
4200 Bond Street  
Holt, MI 48842  
517-694-7444  
**DOOR 3**

**Horizon**  
5776 West Holt Road  
Holt, MI 48842  
517-694-7272  
**DOOR 11**

**Wilcox**  
1650 Laurelwood  
Holt, MI 48842  
517-699-3464  
**DOOR 11**

## **WELCOME TO THE HOLT/DIMONDALE CHILD CARE PROGRAM.**

This handbook is designed to give parents/ legal guardians an overview of the program and information on policies and procedures. If you have any questions, feel free to call the Community Education office at (517) 694-3411

### **PHILOSOPHY**

There is a tremendous need for childcare in our community. To meet those needs Holt Public Schools offers childcare at all five of its elementary schools. Our program is designed to promote the social, emotional, physical, and intellectual development of each child who attends by participation in structured and unstructured/monitored group activities. We strive to maintain a safe and stimulating environment which nurtures the children in our program. It is vital to our program to secure professional staff that will provide the highest quality program. In our program, parents/ legal guardians have the assurance that their children are well cared for.

### **OBJECTIVES**

- 1) To provide safe, dependable, and quality group care for children.
- 2) To enhance and encourage development of the children's individual interests and talents.
- 3) To provide a comfortable, relaxed environment where children feel welcome and secure.
- 4) To provide childcare for a reasonable cost at a convenient location.
- 5) To expand the use of school facilities to meet the growing needs of the Holt/Dimondale community.

### **CULTURAL COMPETENCY**

Part of the educational mission of Holt Public Schools, is to instill the importance of understanding and respect for individual differences, whether those differences are based on gender, national origin, religion, race, culture, ethnic background, age, disability, physical characteristics, or other factors which are unrelated to the individual's education or employment. Discrimination, inappropriate statements, or conduct on the basis of such differences is not only contrary to law but is expressly contrary to the principles and the mission of this district. The district therefore prohibits actions indicating a lack of tolerance, any harassment or other inappropriate statements or conduct toward individuals based on any of the foregoing factors. Should such an incident occur, students are encouraged to bring it to the attention of a staff member, and staff members are encouraged to intervene on behalf of those who are the target. Any individual who demonstrates a lack of respect for individual differences may be subject to educational and corrective action by the district.

## SPECIAL NEEDS PLAN

Any child with special needs will be accommodated according to their IEP or 504 but please notify the Community Ed office if your child currently has a plan that requires accommodations.

### CALENDAR / HOURS OF OPERATION

Childcare is provided starting the first day of school and continues to the last day of school. A childcare calendar is provided to families prior to the beginning of the school year, listing days of operation. We are open most weekdays during the school year, even when school is not in session, i.e. during school breaks, half days of school, snow days etc. The centers are open each morning at 7:00 a.m. and close at 6:00 p.m.

#### *In-service and Conference Days*

Childcare is available during school half days, non-school days, early dismissal days, and most snow days for days you are already scheduled. **Care during non-school days and snow days will be provided at Hope Middle School. Late schedules MAY NOT be accepted for half days, in-service days, or vacation/break days.**

To receive care on Early Dismissal Wednesday's (EDW) you **MUST** be scheduled for all Wednesday afternoons, we cannot accommodate EDW's only. We **DO NOT** provide Drop-in care, we **DO NOT** provide care every other week

#### *Break Care*

Break care (7 am – 6pm) is available to current childcare students during school year breaks. Care is not provided on holidays that surround breaks. Break Care is provided at **Hope Middle School**. You are not guaranteed break care. In order to be enrolled in break care you **MUST** complete the survey sent to you 3 weeks prior to break. Participants will be selected in order of completed surveys received. Once the survey is submitted you will be charged for those days, make sure you select your days based on need. To be eligible for break care your child care account **MUST** be current.

Fees are billed the week before break care, and must be paid with the current month's fees. For your convenience we offer Autopay through your parent portal. Fees are required to be paid before next month's charges are applied. **If the account has not been paid before the next month's billing is applied a 20.00 late charge will be added to your account every week until balance is paid.** Once you have an amount due for 30 days or more, care will be stopped. Fees are to be paid through Daycare Works Parent Portal, no cash or checks are accepted at the centers.

All kids will need appropriate clothing for outdoor play, a cold lunch, and water bottle. Snacks are provided.

**Summer Care**

Summer care is available to enrolled Holt Public School students entering grades 1-5 in the fall of the next school year. Summer care participants must enroll for a minimum of 2 full days, full time schedules will be prioritized.

**Inclement Weather Policy**

Holt Public Schools childcare programs are generally open on snow days even when school is closed. Full day childcare is available at **Hope Middle School**. You will be charged a full day rate when your child attends. The amount already paid for that day’s care will be deducted from the overall charge for snow day care. **Credits and refunds are not given for snow days. Please bring your child to care with a cold lunch, water bottle, and appropriate clothing for outdoor play.**

If Holt Public Schools closes after school has already begun, all childcare centers will be open for **students who are scheduled for care that day**. There is a fee for this service, and you are charged the appropriate amount after the inclement weather day.

In the event of a 2-hour delay, childcare will be open, and parents will be charged an additional morning rate.

**SAMPLE DAILY SCHEDULE**

**AM Care:**

7:00-7:30	Choice Time - arts & crafts, games, toys, manipulatives, etc.
7:30-8:00	Continued choice time: gym, classroom activities
8:00-School Starts	Large group time

**PM Care:**

3:30-3:50	Arrival/Snack
3:50-4:20	Recess
4:20-5:30	Activity Rotations - homework, arts & crafts, gym, games
5:30-6:00	All Children in classroom for choice time

**ENROLLMENT**

Enrollment is limited to elementary school children. Registration fee will be added to your account once your registration is accepted, and is non-refundable.

The following **must be completed** before registration is completed:

- |                             |   |
|-----------------------------|---|
| <b>Delinquent fees paid</b> | Attendance Schedule Survey(minimum of 2 days) |
| Online Registration Form    | Child Information Record                      |
| Immunization Records        |   |

Information about online registration can be found on the Community Education webpage at [www.holtcommunityed.com](http://www.holtcommunityed.com) **The child care center needs to be kept informed of changes to the information on any of these forms. Changing the information at the school office does not constitute it being changed at childcare. To update your information, please contact the Director at the center your child attends.**

Please note that families must re-enroll in our childcare program each school year as well as separately for the summer childcare program. Enrollment does NOT carry over from school year to school year or from school year to summer. You will register your child for School-Aged Care and Summer Care separately, registration fees will be paid separately.

### **Attendance and Payment**

Upon registration, you will select the required days for childcare, with a minimum of two days. If space is available, it will be reserved for you. Once your registration is approved, charges for the reserved space will be incurred whether your child attends or not. Fees are billed on the Monday of the last full week of the month for the following month, and for your convenience, we offer Autopay through your parent portal. Payment is required before the charges for the next month are applied. In the event of non-payment before the next month's billing, a \$20.00 late charge will be added to your account weekly until the balance is settled. If an amount is due for 30 days or more, childcare services will be suspended. Should late payment result in the cessation of childcare services, a grace period of 10 days will be provided for payment to be settled. Failure to make payment within this timeframe will lead to the removal of your child's schedule, and the spot may be filled by other children. To resume childcare services, parents will need to re-register and pay for care in advance. Payments for fees are exclusively processed through the Daycare Works Parent Portal; cash or checks are not accepted at our centers. You can conveniently make payments online via your parent portal or in person at the Community Education office using credit cards.

Childcare arrangements will not be facilitated on a bi-weekly basis, and there will be no provision for splitting payments or tracking such arrangements. It is the responsibility of the parents to mutually agree upon and handle these matters amicably amongst themselves.

If you anticipate a permanent schedule change, kindly consult with the center Director to explore accommodation possibilities. If the change is feasible, please communicate the details to the Community Education Office at 517-694-3411. Please note that charges already applied will not be credited for changes made to an account

**Holt Public Schools Childcare reserves the right to discontinue care for any reason. Holt Public Schools Childcare is available to HPS students only.**

### **Alternate Payment Sources**



Holt Childcare gladly accepts payment assistance from various external sources such as DHS, MSU, LCC, 4C, OYC, and NACCRRRA. However, payment for services must be settled in full until an official notice of authorization is received. Upon authorization and receipt of payment, any previously paid amounts will be refunded. If your coverage is discontinued, payment obligations commence from the end date of authorization. It's important to note that under any payment plan, the parent/guardian assumes ultimate responsibility for tuition payments. For DHS recipients, please ensure that attendance sheets are initialed daily for billing submission. DHS covers a registration fee of \$65 once per year but does not extend coverage to late pick-up fees. Recipients are allocated 360 hours annually, with a maximum of 10 consecutive regular care days allowed to be missed.

### **Reimbursement and Tax Deductions**

FSA reimbursement forms can be sent to the Community Education office to be filled out. Those forms will be returned to you within 5 days. A statement of child care payments will be available in your parent portal to assist with income tax preparation in January. The tax ID# is 38-6001589. To retrieve that form log into your parent portal click on “statements”, select your year then click on “Summary Year-End”.

## **Late Pickup**

**Childcare will close at 6:00 p.m. At 6:05 p.m. the staff will contact the person(s) designated on the emergency card to arrange for pick up. Children will be released only to people indicated on the emergency card. A late fee of \$1.00 will be assessed for every minute after 6:00 p.m. per child. DHS does not cover late pick up fees. Constant disregard to opening and closing times will result in childcare being discontinued for your child**

## **SIGN-IN AND SIGN-OUT PROCEDURES**

Parents/legal guardians are required to accompany their child to the childcare entrance each day and electronically sign them in upon arrival. At the end of the day, it is mandatory to enter through the indicated door and use your code for entry and electronically sign your child out. Children will only be released to parents/legal guardians or individuals listed on the emergency card who are 18 years or older. Any changes to pick-up arrangements require a written statement of parental/legal guardian consent to be provided to the teacher. Please notify the center if your child will not be attending on a scheduled day. These measures are in place to ensure the protection and safety of all children at the center, with the assurance that all children will be accounted for throughout the day. Staff will check IDs until they are familiar with the adults authorized for child pick-up.

Please be advised that any updates regarding the childcare program will be communicated by the Center Directors. Kindly check your email and parent portal regularly to ensure you have the most current information.

### **CUSTODY SITUATIONS**

In cases of custodial situations, the custodial parent must be the parent to fill out the registration paperwork. In cases where the non-custodial parent is not allowed to have contact with the child, the center will need a copy of the certified court papers. The childcare center needs to be notified of any changes in custody arrangements. The custodial parent will be notified in all cases requiring parental contact.

### **PHOTOGRAPHS**

Our staff takes pictures of students throughout the year. These photographs may be posted in the classroom to share children's experiences throughout the school year or used in class projects. If these photos will be placed on the Holt Public Schools website or on Social Media, their name will not be attached to the photo. If you do not want your child photographed please let the center Director know.

### **SNACKS**

A snack and drink will be provided each day during childcare. Please be sure to include all allergy information on your child's registration packet as well as speak to staff about any allergies. If your child has a severe allergy, parents must provide their child's snack and lunch to ensure their safety. Children should not bring "extra snacks" in their backpack.

### **PERSONAL BELONGINGS/CLOTHING**

Each day a child should be dressed according to weather conditions and suitable for arts, crafts, and play. Sometimes accidents occur where children may want to change clothes (i.e., spilling something on clothes). You may want to leave an extra change of clothes in your child's backpack in the case something like this occurs. Please label all clothing items with your child's name to avoid mix-ups. Each child is encouraged to bring a water bottle. Holt Public Schools Child Care is not responsible for damaged, lost, or stolen property. Childcare does not have spare clothes, if none are provided and an accident occurs you will be notified to bring clothes or pick-up your student. Electronic devices are not permitted, this includes cell phones, apple watches, iPads etc.

### **FIELD TRIPS**

Field trips may be taken during summer care as well as during some breaks during the school year. Children are transported to and from field trip locations by the Holt Public Schools Transportation Department. Walking field trips may also be taken. There is a \$10.00 field trip fee to be added to your child's schedule. If your child is scheduled the day of the field trip you will be charged whether or not they attend. Field trips are planned and pre-paid ahead of time. Parents/legal guardians give written permission for field trips by signing the acknowledgement form included in the registration packet. Below are the rules for field trips.

### **RULES FOR FIELD TRIPS**

- 1.) Students are not allowed to bring cash. There will be no shopping.
- 2.) Students must wear shoes with a good sole on them, no flip flops or sandals without a heel strap.
- 3.) Students **MUST** wear the field trip shirt provided.
- 4.) Students **MUST** stay with their assigned group at all times.
- 5.) Students that do not follow directions, and or stay with the group may be sent home and prohibited from any other field trips.

### **T.R.I.P. RULES**

**Together:** Stay with your group. Only touch what you have been told you may touch.

**Respect:** Be respectful of your surroundings and of the people around you.

**Interested:** Pay attention to your guide and listen well. Think of thoughtful questions.

**Polite:** Use your best manners and be sure to thank your guide.

### **MOVIE POLICY**

Only "G" rated movies will be shown, unless parental/legal guardian permission is given. Movies will be shown on rare occasions. Whenever a movie is shown, children will always have an opportunity to participate in another activity if they do not wish to view the movie.

### **SICK CHILD POLICY**

Sick children should not be brought to the childcare program. When your child shows signs of illness at home, do not send him/her to childcare. This results in possible exposure to other children. Please call the center by 7:30 a.m. and let us know if your child will not be in attendance on a scheduled day.

Please keep your child home if he/she:

- Has a fever of 100 degrees or has had one in the last 24 hours
- Has vomited in the last 24 hours.
- Has heavy nasal discharge.
- Has eye discharge.
- Has a constant cough.
- Has had diarrhea in the last 24 hours.
- Complains of severe pain.

- Has any symptoms of a communicable disease. These are usually rash-like patches with a fever. (*Measles, mumps, hepatitis, scarlet fever, strep throat, flu, chicken pox, conjunctivitis, or head lice.*)

Your child will be sent home if any symptoms of illness appear during the day. In such cases, you will be contacted, and you must pick them up within 30 minutes. If you cannot make it within the allotted time, please call your emergency contacts. Your child will be excluded from the activities and the other children until an adult arrives. If a parent can not be reached we will contact the child's emergency contacts.

**\*PLEASE NOTIFY YOUR CHILD'S TEACHER AT ONCE IF HE/SHE MAY HAVE A COMMUNICABLE DISEASE (i.e. covid 19, chicken pox, strep throat, pink eye, etc.)**

Usually, a child can come back to childcare under any of these circumstances:

- Your child's temperature has been below 100 degrees for 24 hours *without* a fever reducer (for instance, Tylenol, aspirin, etc.).
- Your child has been diagnosed as having a bacterial infection and has been on an antibiotic 24 hours.
- It has been 24 hours since the last episode of vomiting or diarrhea.
- Nasal discharge is not thick, yellow, or green.
- Eyes are no longer discharging, or the condition has been treated with an antibiotic for 24 hours.
- The rash has subsided, or a physician has determined that the rash is not contagious.

Please note that while your child's physician may provide a written note stating that it is okay for him/her to return to child care because he/she is not contagious, we do *reserve the right* to not allow your child to return to childcare until we feel your child is ready to participate in all activities, including recess.

### **HEAD LICE**

If your child contracts head lice, treatment with an approved medicated shampoo must be followed by removal of ALL nits from his/her hair before he/she can be allowed to return to childcare. When you bring your child back, he/she must have a head check by a staff member before entering the classroom.

If a lice outbreak should occur, we will take the necessary steps such as checking all the children's heads, removing all dress-up clothes and stuffed animals, along with vacuuming thoroughly. We ask that you help by checking your child's head periodically. Please inform us if you do find head lice so we can start the proper precautions immediately.

### **MEDICATION PROCEDURES**

Over the counter and doctor-prescribed medications will be administered by our staff only after a parent/legal guardian completes a medication form. Over-the-counter medications will be given in the amount requested by parents/legal guardians, up to the maximum stated on the medication container. Doctor-prescribed medications will be given exactly as indicated on the medication

container. If the medication form for over the counter or doctor-prescribed dosage amounts does not match what is indicated on the container, our staff are not permitted to administer the medication.

Medications **MUST** be brought in the original container (for both over the counter and doctor-prescribed medication). Your child's name, physician's name and phone number, and dosage amount **MUST** appear on doctor-prescribed medication containers. Your child's name must be written on over-the counter medication containers.

A staff member in each classroom is designated as the individual to administer all medications. In most cases, but not all, this person will be a lead teacher. Other staff within the program will be designated to administer medication in the absence of the originally designated person. All staff working within a classroom will be made aware of which children are to receive medications, as well as the location in which these medications will be stored.

NOTE: If these conditions are not met, medication will not be administered. *DO NOT* send medication in your child's backpack. It should be given directly to the teacher by a parent/legal guardian/guardian.

### **SUNSCREEN POLICY**

To apply sunscreen to your child during the summer, we need permission from you. **PARENTS MUST PROVIDE THEIR OWN SUNSCREEN.** Please write your child's name on it and give it to one of your child's teachers. We will keep it here throughout the summer and notify you when your child runs out of sunscreen. Please be sure to sign the Sunscreen permission form. We are not able to put sunscreen of any kind on your child until you sign this form. **BY SIGNING THE FORM, YOU ARE GIVING HOLT PUBLIC SCHOOLS PERMISSION TO PUT THE SUNSCREEN INDICATED ON THE FORM, ON YOUR CHILD AS NEEDED DURING THE SUMMER OF 2023.**

### **INJURY / INCIDENT PROCEDURES**

In case of an injury or any other noteworthy incident during childcare, the staff will notify parents/legal guardians. If the injury/incident is severe, parents/legal guardians will be contacted immediately. To be sure we can reach you in emergency situations, please notify the staff of any changes on the emergency cards. Staff will complete an injury/incident report and ask you to sign it at the end of the day. In case of an emergency, medical assistance will be sought at once. A formal accident report will be filed with the Community Education Office. Holt Public School students and any expenses or costs related to student accidents and student injuries are not covered by any District insurance.

If your child sustains a head injury, you may be required to have a physician complete a concussion clearance form before returning to school and/or participate in physical activities. A concussion information form is provided for families at registration.

## **EMERGENCY PROCEDURES**

Our procedures for caring of seriously injured or seriously ill children:

- Attend to injured or ill child
- Notify other staff member(s) of injured or ill child
- Direct other staff member(s); call parent/legal guardian, doctor or 911, as determined by seriousness of accident or illness.
- Alert Director
- Stay with injured or ill child until relieved by parent/legal guardian or ambulance.
- Fill out the accident report.

The Holt Public Schools Child Care staff strives to provide a safe and healthy environment for children. Classrooms are cleaned daily, with toys and equipment washed on a regular basis. Materials are regularly evaluated for safety concerns.

## **PLAYGROUND USE**

While the playground has been deemed safe for school age children and is the same playground used during school hours, we are required to notify you that it does not comply with the licensing rule R400.8170(11) because it is a school based program and is not required to meet the same playground safety regulation that other license centers are required to meet. Our playgrounds are inspected for wear and tear on a regular basis by district employees to ensure safe outdoor play experiences.

## **OUTDOOR PLAY**

Children will go outside to play each day, weather permitting. As stated above, please send appropriate outdoor wear with your child each day.

### **STAFF**

Under the direction of the Holt Community Education Office, the staff will be skilled in assessing children's needs and will be resourceful in providing stimulating group activities that will enhance social, intellectual, emotional, and physical growth. We strive to maintain an average staff/child ratio of 1 to 18 for kindergarten age and up. This generally results in breaking children up into groups and assigning them to a specific adult during activities to ensure that each group size meets the required staff to child ratios.

- All of our year-round staff members are First Aid and CPR certified.
- Each staff member is required by the Licensing Department of the State of Michigan to complete 16 hours of professional development annually.
- All staff will be fingerprinted prior to hire.
- Documentation from DHS will be on file at the center stating that he or she has not been placed on a Central Registry case as a perpetrator of child abuse or child neglect.

- A form will be signed stating they have never been convicted of an offense for anything other than a minor traffic violation or have been involved in a substantiated case of abuse or neglect of children and/or adults.
- No volunteer, including parents, will be having unsupervised contact with a child in care. A staff member must always be present when a volunteer is in the room.
- 

## **COMMUNICATION RESOURCES**

The Holt Public Schools Child Care Program will have a parent/legal guardian information board available at each childcare center. This board may include information about field trips, health information – including nurse clinics, help hotlines, programs for children and families (both educational and enrichment), immunization data and upcoming childcare news. Please feel free to make suggestions.

We strive to keep families informed of daily and future happenings. Staff will communicate both formally and informally as needed through personal interaction, phone calls, by email, and through weekly or by-weekly newsletters. Center contact information may be found within this handbook.

## **DISCIPLINE POLICY**

The goal of the Holt Public Schools Child Care Program is to provide fun and interesting age-appropriate activities in a safe, nurturing environment for enrolled children. All members of the childcare community (staff, children, and parents) must take responsibility for creating a positive, supportive atmosphere. The following guidelines have been established to ensure that each child and staff member will have a positive experience in the Holt/Dimondale Child Care Program.

1. Children will respect the rights of others
  - a) Children will keep their hands and feet to themselves and will not touch others in an unwelcome manner such as hitting, punching, biting, kicking, poking, etc.
  - b) Children will always use appropriate language. Swearing, name calling, or verbal discrimination based upon individual differences will not be tolerated.
  - c) Children will respect childcare property, school property, and that of other children and staff.
  - d) Children will be orderly when passing in the halls of the school, when on field trips, or whenever loud noise and physical activity might interfere with the rights of others.
  
2. As a program participant, children will do their part to ensure the safety and well-being of all participants and act in a manner appropriate for a school setting.
  - a) Children will follow all physical space limitations (playground boundaries, usable space within the buildings, etc.) which are outlined for them daily by the childcare staff.

- b) Children will never leave the childcare room without specific permission from childcare staff members.

### **Disciplinary Action**

- 1) A staff member will discuss the inappropriate behavior with the child and the parent/ legal guardian. A disciplinary action form detailing the exact misbehavior will be completed for documentation. The parent/ legal guardian is expected to sign this form. A copy will be given to the parent/ legal guardian and one will be kept on file at the center and one will be given to the childcare supervisor.
- 2) After another incident of inappropriate behavior resulting in a second disciplinary action form, parents will be informed that if a third write up occurs what the next steps will be.
- 3) After three incidents of inappropriate behavior resulting in a third disciplinary action form, the child will be dismissed from the program effective the next day, for a two-week period after which time the child may return to the center. Upon return, the child will be on probation for the remainder of the school year and summer.
- 4) If another incident occurs where guidelines are not followed, the child will no longer be able to participate in the child care program for the remainder of the school year, including the summer care program (Any child care fees paid for future care will be refunded). For re-enrollment the following year, the parent/legal guardian must meet with the Child Care and the Community Education Director and a determination will be made regarding re-enrollment to the program. Enrollment back into the program is not guaranteed.

**In an extreme case, the Community Ed Director maintains the right to withdraw a student without following the steps outlined above.**

### **TERMINATION POLICY**

#### **YOU MAY BE REQUIRED TO WITHDRAW YOUR CHILD FROM THE PROGRAM UNDER THE FOLLOWING CONDITIONS:**

1. A student possesses alcohol, drugs, firearms or other dangerous materials.
2. A student intentionally injures another child or staff member.
3. A student physically or verbally bullies another child.
4. A student leaves the program site without permission.
5. A student fails to adhere to discipline policy guidelines.
6. All necessary forms are not completed and on file.
7. Tuition is more than 30 days past due.
8. The Director also maintains the right to withdraw a student without following the steps outlined above if he/she determines it to be necessary.



Parents may choose to discontinue having their children attend the child care program at any time without penalty, please notify Community Ed Office at 517-699-3415 or [Commed@hpsk12.net](mailto:Commed@hpsk12.net) Families are responsible for payment of all days scheduled prior to discontinuing care. We do ask that parents/legal guardians inform the childcare staff if they choose to discontinue care. Childcare staff will formally inform the Community Education Office if a child no longer attends the childcare program.

## **ABUSE/NEGLECT REPORTING**

Under the Child Protection Law, 1975 PA 238, childcare providers are mandated to immediately report any instances where there is reasonable cause to suspect child abuse or neglect to Children's Protective Services. Failure to report abuse or neglect is a crime that can result in legal penalties.

## **HEALTH RELATED RESOURCES**

As part of Holt Public Schools, childcare staff and parents/legal guardians have access to the school nurses and Special Education Staff employed by the school district when advice is needed with health-related or special needs issues. Additionally, health resources may be made available to parents/legal guardians in the parent area of the classrooms. At any time, parents/legal guardians may request assistance in securing information pertaining to a health-related issue from our staff, the Community Education Office, or the school office. Additionally, health-related issues will continue to be a component in the ongoing professional development we offer to our staff.

## **HEALTH CARE POLICIES AND PROCEDURES**

### **Children and Staff Hand Washing Procedures**

Hand washing is a vital tool in preventing the spread of bacteria and viruses that can cause infections and illness. Proper hand washing by children and staff is necessary to control the spread of germs. Children and staff are required to wash their hands before, during and after food preparation; after coughing, sneezing, using a tissue; after eating or drinking; after handling animals; after using the toilet; and after coming in contact with any type of bodily fluids. Hands shall be washed with soap under warm running water. Hand-sanitizers, water basins, and pre-moistened cleansing wipes are not permitted. Children and adults shall vigorously wash their hands for at least 20 seconds under warm running water (between 60- and 120-degrees Fahrenheit) until a soapy lather appears. Proper hand washing shall be demonstrated for children by staff whenever the opportunity to do so arises.

### **Handling Bodily Fluids/Universal Precautions**

Universal precautions (treating all human blood and certain human fluids as infectious) will be used when dealing with blood and other potentially infectious bodily fluids. Personal safety equipment, including medical gloves (provided by the school district), will be used in any situation that involves body fluids. Staff members are required to participate in blood-borne pathogen training at the time of hire and on an annual basis to ensure proper conduct in the case of an accident. Whenever possible, staff should request that a building custodian assist them in the cleanup of bodily fluids such as blood, urine, feces, or vomit so as to limit their contact with such fluids as they see to the need of the

children in their care.

### **Cleaning and Sanitizing**

The following steps MUST be followed for cleaning and sanitizing:

- Wash the surface or article vigorously with warm water and detergent.
- Rinse the surface with clean water.
- Submerge, wipe, or spray the surface or the article with a sanitizing solution (a water and unscented chlorine bleach solution will be used in our programs)
- Let the article or surface air dry.

The required sanitizing solution that our program staff is required to use is a mixture of water and unscented chlorine bleach solution with a concentration of bleach between 50-100 parts per million (one tablespoon bleach per gallon of water). A ph test strip MUST be used to determine whether the solution is appropriate or not.

## **ASBESTOS AND PESTICIDE POLICIES**

**Asbestos Notice:** The Holt School District has conducted an extensive asbestos survey of all buildings and continues to monitor all remaining asbestos-containing materials. This is accomplished through periodic surveillance and a re-inspection every three years. Based on the findings of these inspections, a management plan was drafted and is available for public review at each school building office during normal business hours.

**Pesticide Notice:** It is the practice of Holt Public Schools to use a “NO SPRAY” policy for the use of pesticides in any area where children or staff are present. In certain emergencies, pesticides may have to be used. The Michigan Department of Agriculture requires the following notice: Parents and guardians of children attending school are to be notified by school administrators of the right to be informed prior to any application of a pesticide at their school. If you need a prior notification form, please contact the school office.

## **CONFIDENTIALITY POLICY**

All staff are held to a confidentiality agreement. All documents and information provided for the programs are kept confidential and will not be disclosed to anyone other than the parents/legal guardians. Parents/legal guardians and caregivers visiting the classroom will abide by the confidentiality policy of the school district in regard to students in the classroom. Matters involving student’s names, family information, or anything discussed in the classroom are to be kept confidential.

## **GRIEVANCE POLICY**

The goal of the Holt Public Schools childcare program is to provide a high-quality educational experience and care for all students. We believe that each student and family is entitled to a warm, welcome, and caring environment where all students can learn and develop through play and exploration.

All families are encouraged to express their concerns about the program to the classroom teachers or Holt Community Education Office at any time. This may be through a letter, e-mail or phone call. We believe all students and parents/legal guardians are entitled to prompt and careful attention to any concerns or grievances that may occur. We welcome suggestions on how to improve our program and will give serious attention to any concerns. We anticipate that most concerns will be resolved quickly and in the best interest of all those involved.

## **SCHOOL/COMMUNITY RELATIONS**

Public relations are an important part of the Holt Public Schools Child Care Program. The program will be open, encouraging suggestions and support from the community.

The Holt Public Schools Board of Education complies with all applicable Federal and State laws and regulations prohibiting discrimination and with all applicable requirements and regulations of the U.S. Department of Education. It is the policy of the Holt Public Schools Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in a program or activity to which it is responsible, or for which it received financial assistance from the U.S. Department of Education.

## **NOTIFICATION OF LICENSING NOTEBOOK REQUIREMENT**

Child Care Organizations Act, 1973 Public Act 116

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents/legal guardians for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).